Activity: **4.5**
                         Establish Functional Baseline

Responsibility: Project Manager/Team

Description: The functional baseline, sometimes called a system requirements baseline, is the main technical work product of the Requirements Definition Stage. The system requirements are baselined after the system owner's formal approval of the Software Requirements Specification. Once the requirements are baselined, any changes to the requirements must be managed under change control procedures established in the Software Configuration Management Plan. Approved changes must be incorporated into the Software Requirements Specification.

Work Product: Prepare the final Software Requirements Specification and submit to the system owner and users for their review and approval. The approved Software Requirements Specification is the official agreement and authorization to use the requirements for the software product design. Approval implies that the requirements are understood, complete, accurate, and ready to be used as the basis for the subsequent lifecycle stages.

                         It is important for the system owner/users to understand that changes to the approved Software Requirements Specification affect the project scope and therefore can change the project cost, resources, or schedule. It is the responsibility of the project manager and project team to identify system owner/user requested changes that would result in a change of project scope; evaluate the potential impact to the project costs, resources, or schedule; and notify the system owner of the project planning revisions that will be required to accommodate their change requests.

                         Place a copy of the approved Software Requirements Specification in the Project File.

Review Process: The Software Requirements Specification should be reviewed by the system owner and users. After making the changes needed to resolve problems found during the review, the functional baseline is formally established upon receipt of the system owner's approval.